Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2006

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning

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This publication is available from

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Introduction

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2006* is produced by the Wisconsin Department of Public Instruction, Division for Libraries, Technology, and Community Learning, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2006, the requirements and criteria by which grant applications will be rated, the grant review and award process, and forms related to the administration of the program.

The LSTA was signed into law on September 30, 1996. FY 97 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence, in various forms and with various priorities, since 1956. In 2003 LSTA was reauthorized by Congress through 2009.

The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310.

Purposes of LSTA

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The six LSTA purposes, as outlined in the original LSTA legislation (P.L. 104-208), are

- *Establishing or enhancing electronic linkages among or between libraries*
- *Linking libraries electronically with educational, social, or information services*
- *Assisting libraries in accessing information through electronic networks*
- *Paying costs for libraries to acquire or share computer systems and telecommunications technology*
- *Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (birth through 17) from families with incomes below the poverty line.*

The LSTA purposes as revised in September 2003 (P.L. 108-81) are

- *Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages*
- *Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks*
- *Providing electronic and other linkages among and between all types of libraries*
- *Developing public and private partnerships with other agencies and community-based organizations*
- *Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.*

Advisory Committee

The membership of the LSTA Advisory Committee includes representatives of public and other types of libraries, and of the users of libraries. It includes representation from different sizes of libraries and different geographic areas of the state. Library systems are also represented on the committee. Members of the committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The committee meets twice a year—a two-day meeting in the spring and a two-day meeting in the fall. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries, Technology, and Community Learning on the following: development of the long-range plan; policy matters arising from the administration of the program; establishment of annual grant criteria, priorities, and categories; the process and calendar for each year; grant applications and recommendations for grant awards; and evaluating grants.

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Preliminary Budget 2006

The amount of LSTA funds estimated to be available for LSTA projects January through December 2006 is

	FY 2006 Estimate
Appropriation	$ 2,992,000
Carryover	102,000
Total	$ 3,094,000

	Preliminary Amount*		Preliminary Amount*
A. Technology		Seniors/Sensory Disabilities	78,200
DLTCL- Reference and Loan	$ 618,000	State Institution Coordination	25,000
DLTCL-Library Development	132,200	Subtotal	$ 378,200
WISCAT	661,500		
Library System Technology	375,000	**C. Library Improvement**	
Shared Integrated Library Systems	300,000	DLTCL-Library Development	$ 240,100
Shared Automated Systems Study	15,000	DLTCL-Communication and Planning	25,000
Digitization-Local Resources	35,000	Library Card Sign-Up Promotions	75,000
Virtual Reference	66,000	Subtotal	$ 340,100
Delivery Projects	75,000		
Subtotal	$ 2,277,700	**D. LSTA Administration**	
		LSTA Administration	$ 98,000
B. Special Needs			
Adult, Family, Early Literacy	275,000	**TOTAL**	$3,094,000

*The LSTA Advisory Committee and the state superintendent may revise these amounts on the basis of the total dollars available (including carryover), applications submitted, and other factors, before final awards are made.

Schedule for 2006

March 29-30, 2005	LSTA Advisory Committee recommends grant categories/budget for 2006
May 2005	Grant information to potential applicants
June 2005	Information session on the LSTA grant program for 2006
September 9, 2005	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 9, 2005 (**Only online applications are acceptable.**)
September 2005	Grant application reviewer pool selected
September 2005	Reviewers trained and applications distributed
October 2005	Reviewer reports due
November 29-30, 2005*	LSTA Advisory Committee meeting to consider grant applications
December 2005	Grant award announcements
December 2005	Grant application appeals filed (within 30 days of notification)
January 1, 2006	Projects begin
July 21, 2006*	Six-month evaluations due
December 31, 2006	End of 2006 project year
February 15, 2007*	Final evaluations due, all claims submitted and projects closed

**tentative dates

Consultation

Consultation on grant ideas and the application process is available from the Division for Libraries, Technology, and Community Learning staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions or are unsure of the person to call, contact Peg Branson, LSTA program coordinator.

Grant Category	Contact Person	Telephone	Email
General	Peg Branson	(608) 266-2413	peg.branson@dpi.state.wi.us
System Technology / Shared Systems	Bob Bocher	(608) 266-2127	robert.bocher@dpi.state.wi.us
WISCAT	Mary Clark	(608) 224-6179	mary.clark@dpi.state.wi.us
Library Card Sign-Up	John DeBacher	(608) 266-7270	john.debacher@dpi.state.wi.us
Delivery Services	Sally Drew	(608) 224-6161	sally.drew@dpi.state.wi.us
State Institution Coordination	Barb Huntington	(608) 267-5077	barbara.huntington@dpi.state.wi.us
Literacy/Seniors/Sensory Disabilities	Barb Huntington	(608) 267-5077	barbara.huntington@dpi.state.wi.us
Digitization / Virtual Reference	Sally Drew	(608) 224-6161	sally.drew@dpi.state.wi.us

Grant Categories 2006

The dollar amounts for the grant categories listed below may be revised before final awards are made, on the basis of the total dollars available (including carryover), the applications submitted, and other factors.

LSTA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved for each year. There are competitive and noncompetitive grant categories. If a category is listed as noncompetitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among all the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding.

NOTE: The Children's Internet Protection Act (CIPA), passed in December 2000, mandates the use of Internet filters in libraries that participate in the LSTA program if the LSTA funds are used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet. (For CIPA compliance information, see the division's CIPA FAQ at http://www.dpi.state.wi.us/dltcl/pld/cipafaq.html.) The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.

- **WISCAT**
Noncompetitive; Estimated Total Expenditures: $661,500
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds are used to maintain and produce the WISCAT union database, a web-based statewide union catalog, a web-based interlibrary loan request management system, and a Z39.50 gateway for searching library catalogs. Funds are allocated for staff and vendor contract costs to maintain the database, add unique titles, manage database servers, facilitate the addition of local data files, purchase OCLC serials union list files, provide training and technical support to local libraries, maintain and support the statewide automated interlibrary loan management system, and configure local host catalogs as Z39.50 targets in the gateway. The major cost categories in the WISCAT budget include staff salaries and vendor contracts. Some revenue is anticipated from licensing staff password access to the union catalog and interlibrary loan management system, as there is a $150 charge for each library license.

- **Public Library System Technology Projects**
Noncompetitive; Estimated Total Expenditures: $375,000
Eligible Applicants: Public library systems

Purpose: Funds will be distributed to public library systems using a formula with a base allocation of $2,500 per system and the remaining funds allocated on the basis of system area (33.3%) and system population (66.7%). The funding allocation to public library systems for this category is as follows:

Arrowhead	$10,202	Mid-Wisconsin	$18,556	Southwest	$15,115
Eastern Shores	$12,050	Milwaukee	$40,631	Waukesha	$18,592
Indianhead	$36,326	Nicolet	$30,678	Winding Rivers	$24,098
Kenosha	$9,310	Northern Waters	$25,758	Winnefox	$20,520
Lakeshores	$15,429	Outagamie Waupaca	$14,642	Wisconsin Valley	$29,264
Manitowoc-Calumet	$9,013	South Central	$44,816		

Library systems must complete an application form in sufficient detail for division staff to make certain the funds are spent in accordance with the criteria listed for the categories below. Library systems must address how and to what extent they involved their member libraries in developing the system's application.

1) Internet Access (Note: See above CIPA information)
Systems may apply for funding to provide direct Internet connections for a public library. Grant funds for this access may be used for hardware, software, telecommunications (including TEACH lines), routers, CSU/DSUs, installation, and ongoing fees charged by an Internet Service Provider. Grant funds may be used for staffing costs associated with staff and patron training in using the Internet, or systems may contract for such training or use volunteers, such as students. Other staffing costs are not eligible for funding. Grant funds cannot be used to support dial Internet access.

2) Shared Integrated Library Systems
Systems may apply for funding to
- enable public libraries or public K-12 school media centers to join an existing shared integrated system operated or coordinated by a public library system
- merge two or more existing shared systems operated or coordinated by a public library system
- enhance the network infrastructure of an existing automation system
- license application software enhancements or upgrades for an existing automation system
- enable public libraries to implement a new shared automation system. At least one of the participating libraries must be a public library system resource library, or the service population of the participating libraries must total at least 50,000 as reported in the 2003 *Wisconsin Library Service Record*. Any new system has to be approved by the library system and DLTCL. The online catalog of the new shared system must be available on the Internet, and the system must have the Z39.50 linking protocol fully installed and operational.

Grant funds may be used for hardware, software, telecommunications (including TEACH lines), data conversion/preparation, membership fees, and system or network upgrades (e.g., server upgrade, more software licenses) or implementing a new shared system. Staffing costs are not eligible for funding.
Public libraries or public library systems establishing or expanding a shared system must work with the DLTCL to ensure that bibliographic records and local library holdings from the shared system are added to and maintained in WISCAT in a timely fashion or made available via the WISCAT gateway.

3) Other Technology Projects
Systems may apply for funding for the following: experimentation with electronic books, paying for adaptive devices, and information and training in using those devices, to assist patrons with disabilities in using technology, staff and patron training related to technology, paying for technology consulting and troubleshooting services for member libraries, system and library digitization projects, virtual reference service, online databases, web development or maintenance, network upgrades for the new BadgerNet Converged Network, or other innovative uses of technology. These projects must be consistent with the *Wisconsin Library Technology Strategic Plan* and the system technology plans.

- **Shared Integrated Library Information Systems**
Noncompetitive; Estimated Total Expenditures: $300,000
Eligible Applicants: Public library systems and public libraries

Purpose: Funds will assist public library systems in developing new shared integrated systems, adding libraries to existing shared systems, or merging shared systems.

Note: The LSTA Advisory Committee has recommended that 2007 be the last year LSTA funds be available for public libraries to join existing shared systems.

Criteria and Eligibility
Only one grant can be submitted per library system, and the total grant cannot exceed $85,000 for any new or existing shared integrated system. For libraries with a service area population below 25,000, a maximum of $15,000 per library can be requested. For libraries with a service area population over 25,000, a maximum of $35,000 can be requested. Service area population is from the 2003 *Wisconsin Library Service Record*.

Three types of grant requests are eligible for funding in this category:

1. Grants to enable public libraries to join an existing shared integrated system.
2. Grants to enable library systems to implement new shared integrated systems. For a new system, at least one of the participating libraries must be a public library system resource library, or the service population of the participating libraries must total at least 50,000 as reported in the 2003 *Wisconsin Library Service Record*. Any new system has to be approved by the library system and DLTCL.
3. Grants to enable public libraries to merge existing shared integrated systems.

Use of Funds
Grant funds may be used for hardware, software, telecommunications (including DOA TEACH datalines), data conversion/preparation, membership fees, and system or network upgrades specifically needed to support adding libraries to an existing automation system (e.g., server upgrade, more software licenses) or implementing a new shared system. Funds can also be used to purchase adaptive technology as described below. Staffing costs are not eligible for funding.

Grant Priority
If the funds being requested exceed the funding available, priority will be given to grants that serve the largest number of residents. This will be determined by adding together all the grant libraries' total service area populations as reported in the 2003 *Wisconsin Library Service Record.*

Systems receiving funding in this category must

1. Work with the DLTCL to ensure that bibliographic records and local library holdings from the shared system are added to and maintained in WISCAT in a timely fashion or made available via the WISCAT gateway
2. Ensure that the online catalog of any new-shared system must be available on the Internet, and the system must have the Z39.50 linking protocol fully installed and operational.

Libraries participating in a system grant must have at least one computer workstation that is adapted for use by patrons with disabilities, including access to those in wheelchairs. Systems must identify a knowledgeable staff member or other individual, agency or organization familiar with disabilities, to assist them in the evaluation, selection and marketing of appropriate adaptive equipment and products. Systems or participating libraries must provide training on the use of the adaptive equipment and provide appropriate in-library and external marketing to the people who need this equipment.

The minimum requirements are as follows:
1. 19" or larger monitor or a 17" flat panel
2. An input device, such as a trackball, as an alternative to a mouse. Examples are Kensington Expert and EZ Trackball
3. A keyboard cord longer than 3 feet.

4. Screen reading software with headphones. Reading software may also magnify the screen.
   - Examples of reading software are IntelliTalk, ULTimate Reader, Write:OutLoud, TextAssist, WinSpeech.
   - Examples of software that both magnify and read text are ZoomText, Supernova and JAWS.

Additional suggestions and resources are available upon request from Barbara Huntington (608/267-5077).

- **Shared Automated Systems Study**
Noncompetitive; Estimated Total Expenditures: $15,000
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds are being used during 2005 to study the costs, optimum size, and feasibility/desirability of intrasystem, intersystem and statewide coordination or operation of shared integrated library systems. Funds are set aside for 2006 to allow for possible followup to this 2005 project

- **Digitization – Local Resources**
Competitive; Estimated Total Expenditures: $35,000
Eligible Applicants: Public libraries, public library systems, and state government agencies. Continuation grants are allowed, but applicants are required to explain the need for the continuation.

Purpose: This category will allow public library systems, libraries, and state government agencies to digitize historical resources that may be unique or of local interest. It is anticipated that the Division will award no more than seven grants. Public library systems may submit grants that incorporate materials selected from more than one library, and system staff is encouraged to assist libraries in the process of selecting materials and development of metatag information. The libraries involved should not have received funding in 2005.

Applicants awarded grants will be required to work with the Division and UW-Madison's Digital Content Group which will be responsible for scanning materials, formatting information for web display, and hosting the web site. Digitized materials will be placed on the web as part of the UW-Madison Libraries State of Wisconsin Collection. Libraries and state government agencies will also receive high resolution copies for local use as a part of the project.

Libraries and state government agencies can apply for grants that are between $3,000 (minimum) and $6,000 (maximum) to pay for the costs associated with the work done by UW-Madison Libraries. Depending on what kinds of materials are being digitized, the cost could vary from $3.00-$8.00 per image. A briefing session will be held for potential applicants during the grant submission timeframe so that they can develop a more accurate budget and have a better understanding of how much time they will need to commit to the project. Training will be provided each applicant awarded a grant.

There is no specific fund matching requirement. However, applicants are expected to document in their grant that they can supply sufficient staff hours to attend training, select materials that have no copyright restrictions, develop metatag information, and publicize the project to their community's residents. Metatag information will need to be supplied for each individual object (photograph, postcard, newspaper clipping, pamphlet, etc.). A single metadata record will need to be supplied for books (local histories, plat maps, city directories) that are digitized using page turner technology.

- **Virtual Reference Service**
Noncompetitive; Estimated Total Expenditures: $66,000
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to pay for a statewide contract for 24x7 coverage for virtual reference services. Virtual reference 24x7 coverage will be provided by the contract services and by participating Wisconsin libraries. Libraries will be able to participate by placing a logo on their website regardless of whether or not their staff contributes to the statewide coverage.

This project is expected to be funded for a period of up to three years. During the three years, the service will be evaluated and a long-term funding model developed which may require that some or all of the costs be charged back to participating libraries.

- **Delivery Services**

Noncompetitive; Estimated Total Expenditures: $75,000
Eligible Applicants: Northern Waters Library Service; South Central Library System

Purpose: $15,000 will be used to provide a subsidy to the Northern Waters Library System for the cost of in-system delivery and the cost of connecting to the statewide delivery backbone network. $60,000 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System.

- **Adult, Family and Early Literacy**

Competitive; Estimated Total Expenditures: $275,000
Eligible Applicants: Public libraries, public library systems, Department of Corrections. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area. Continuation grants are allowed, but applicants are required to explain the need for the continuation.

Purpose: To promote and demonstrate the role of public and correctional libraries in improving literacy and reading skills for people having difficulty using libraries because of their educational, cultural or socioeconomic background.

General Requirements:
- Applicants are required to cite the goals in the *Public Library Services for Youth with Special Needs: A Plan for Wisconsin* and/or the *Adults with Special Needs: A Resources and Planning Guide for Wisconsin Public Libraries*. Both documents are available on the DLTCL special needs web page. It is sufficient to note the number of the goal or objective from the state plan after each of the program goals or objectives.
- Book giveaway activities must indicate how they will be continued or why they will no longer be needed at the end of the grant year. In general they are discouraged because they rarely continue after the project ends and thus are not sustainable activities for libraries to continue on their own.
- Literacy projects must involve other organizations and institutions that promote literacy in the planning, implementation and evaluation of the project. All literacy projects must include a marketing plan that targets people who do not use print or who do not read or speak English.
- All literacy projects, even those targeted for infants and toddlers, must include the purchase of at least some GED preparation materials. These materials can be in print, video or other format, unless the library can document it already has these materials. Print materials must have a copyright of 2002 or later to support the new GED test One option libraries may consider is the some of the GED prep videos offered by the Wisconsin Technical College Foundation. They have a 2001 copyright because they were produced by Kentucky Public Television in anticipation of the new tests.
- In general, LSTA funding is intended as start-up funding. If a project is a continuation or expansion of a previous project, applicants are required to explain on the application form the reason for the requested continuation or expansion using LSTA funds.
- This category is not a general collection development category for early learning materials.

Grant Funds May be Used to

1. Promote early literacy by targeting children under the age of three, their parents and/or their caregivers. The projects must be targeted groups in which the parents—are teens, use a language other than English in their homes, live in poverty, are incarcerated, or day care providers who care for children of these targeted parent groups.
2. Collaborate with other agencies in assisting the targeted parent groups and/or day care providers become more familiar with the importance of infant brain development and/or appropriate learning activities for parents to use with their infants and toddlers. Projects can include nutritional information.

3. Initiate infant story programs that will include specific, appropriate marketing to at least one of the targeted groups, in the library. The programs may include other non-targeted children, but must be primarily designed for a targeted population.
4. Purchase specialized furniture, play equipment, and resources designed specifically for use by children under the age of three, and related marketing costs, when a targeted group will be included in the programs. Collaboration with appropriate agencies is expected.
5. Initiate infant and toddler story programs and other outreach services at a location other than a library in collaboration with non-library agencies already working with the targeted children.
6. Create collections of appropriate materials for circulation to day care providers or centers serving infants and toddlers from the targeted groups or directly to parents, if the circulation can be targeted by working through social service agencies.
7. Initiate adult literacy projects aimed at adults, at-risk teens, and individuals or families for whom English is a second language
8. Promote literacy in the context of family or multi-generational units. Family literacy projects must address the needs of families in which an adult(s) is receiving literacy or English instruction.

- **Seniors with Special Needs and Others with Sensory or Mobility Disabilities**
Competitive; Estimated Total Expenditures: $78,200
Eligible Applicants: Public Libraries and Public Library Systems. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area. Continuation grants are allowed, but applicants are required to explain the need for the continuation.

Purpose: To promote and demonstrate the role of public libraries in meeting the informational needs of seniors with special needs, and/or other people who have sensory or mobility disabilities.

General Requirements:

- Applicants are required to cite the goals in the *Adults with Special Needs: A Resources and Planning Guide for Wisconsin Public Libraries* and/or the *Public Library Services for Youth with Special Needs*. Both documents are available on the DLTCL special needs web page. It is sufficient to note the number of the goal and objective from the state plan after each of the program goals or objectives.
- In general, LSTA funding is intended as start-up funding. If a project is a continuation or expansion of a previous project, applicants are required to explain on the application form the reason for the requested continuation using LSTA funds.
- This category cannot be used to address the general needs of seniors in the community. Funds can't be used to enhance a general collection of books on tape or musical recordings. The project must involve a way to determine specific materials that seniors, or other targeted groups most want at the library and to assure delivery of the materials to people who cannot come to the library. If funding is used for collection development, periodicals of interest to seniors with special needs, and to others with disabilities, as well as resources related to the special need for family care givers, must be included.
- All projects targeting senior groups must include marketing materials printed in large print. All applicants must include a provision to make a large-print version of their library card application form and to create a large-print brochure that describes their library's services for people with mobility and sensory disabilities.

Grant Funds May be Used to

1. Purchase library materials directly related to the needs and interests of seniors with special needs or other people who have sensory or mobility disabilities, as long as there is an appropriate marketing plan and a project that assures the materials reach the intended population. Projects targeted at family members who care for seniors with special needs can be submitted.
2. Provide outreach services that target seniors with special needs, including those who are institutionalized or who live in housing which includes units for seniors with low incomes, and/or family caregivers caring for someone in their home. This can include start-up funding for home delivery services in collaboration with an agency such as Meals on Wheels, visiting nurses, hospice care agencies or other agencies that already visit seniors in their homes. It can be used in collaboration with area middle schools and high schools as part of a service learning project in which the students provide services to seniors with special needs.

3. Purchase adaptive equipment that addresses sensory or mobility disabilities, including a sound system that can amplify sound for individuals when needed, magnification devices, equipment and software, accessible workstation modifications, and wheeled carts , wheel chairs or other mobility aides for use in the library as long as these purchases are part of a larger project. A marketing plan for new equipment and other services the library offers people with special needs must be included. Open but practical access to the equipment must be addressed in the application.
4. Retrofit an electronic door opener on an existing door for a maximum of $5,000 as part of a larger project with an outreach component if the building is otherwise accessible. (Grant funds cannot be used to offset new building construction costs.)
5. Promote programming for seniors that includes specific marketing to seniors with special needs and/or their caregivers or occur at locations likely to include seniors with special needs—nursing homes, low income housing units for seniors, day care programs for seniors who have memory loss. Typically this would not be a local senior center, unless there are local circumstances that would indicate most seniors at the center programs have a special need, such as high poverty levels.

- **State Institution Coordination**
Noncompetitive; Estimated Total Expenditures: $25,000
Eligible Applicant: Department of Corrections

Purpose: Funds will support part of a position in the Department of Corrections that provides coordination of state institution library services in the Department of Corrections and the Department of Health and Family Services.

- **Library Card Sign-Up Promotions**
Competitive; Estimated Total Expenditures: $75,000
Eligible Applicants: Public libraries and public library systems. A combination of eligible applicants may propose a joint project. Continuation grants are allowed, but applicants are required to explain the need for the continuation.

Purpose: To promote public library card sign-up and library use to any of the three groups below:

1) These targeted types of families:
   - families with teen parents.
   - families who use English as a second language.
   - families with a parent living in a detention facility, jail, or prison.
   - families living in poverty.

2) People living in areas with one or more Schools in Need of Improvement (see http://www2.dpi.state.wi.us/sifi/WSIFI_04.asp), and/or

3) People living in areas where less than half the population of the municipality, county or multiple organizations that established the library are registered public library users.

Criteria and Eligibility: Grants are limited to maximum LSTA funding of $10,000.

Use of Funds: Grant funds may be used for any activities designed to encourage library card sign-up and library use among the three population groups listed above (under "Purpose"). Applicants are encouraged to involve local schools, preschools, and social service agencies in planning and implementation of projects. In addition to activities to encourage library card sign-up, projects must include efforts to encourage new library card holders to use a library.

Applicants are encouraged to coordinate their efforts with any appropriate state and national library promotion campaigns. Applicants must make available to other Wisconsin libraries any promotional materials and graphics produced as part of these projects.

- **State Library Agency Projects**
Noncompetitive; Estimated Total Expenditures: $990,300
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will assist the DLTCL in supporting the LSTA purposes for technology, special needs and library improvement in the areas of statewide planning activities, selected statewide consultant services and support services, general publication costs, interloan and database searching.

- **LSTA Administration**
Noncompetitive; Estimated Total Expenditures: $98,000
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will enable the DLTCL to administer the LSTA program in accordance with federal regulations. The administration funds will support LSTA Advisory Committee meetings, the grant review and award process, administration of grant program records and fiscal records, LSTA program coordination, federal reporting, and publication of information on the grant program and projects.

Grant Process and Procedures

A. Application Process and Procedures

Grant application forms and the *LSTA Information and Guidelines for Wisconsin 2006* may be obtained from the Division for Libraries, Technology, and Community Learning. Eligible organizations are listed with each grant category. Some LSTA categories are restricted to certain libraries or organizations. Applicants must use the LSTA online application form available on the DPI website (http://www.wiscforms.com/dpi/). User names and passwords are required to access the form. Public libraries and public library systems must use the user names and passwords provided by DLTCL in conjunction with the public library and system annual reports.

B. Review Process and Procedures

Noncompetitive Grants:
1. Division for Libraries, Technology, and Community Learning staff and others review all noncompetitive grant applications to ensure compliance with application requirements (September).
2. Division staff send sections of the grant applications and other information to the LSTA Advisory Committee (October).
3. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses noncompetitive grant applications and makes recommendations to the DLTCL (November).
4. Division staff review the LSTA Advisory Committee recommendations and contact applicants when necessary (November).
5. Division staff prepare grant award information for review by the state superintendent (November).

Competitive Grants:
1. Grant reviewers are appointed by Division for Libraries, Technology, and Community Learning staff and provided training in grant review procedures (August–September).
2. Division staff review competitive grant applications to ensure compliance with selected application requirements (September).
3. Grant reviewers, working independently, complete a criteria rating form for each of the grant applications and rank them based on the total points awarded on the rating sheet (September-October).
4. Division staff consolidate ranking points from individual grant reviewers and send this information, sections of the grant applications and other information to the LSTA Advisory Committee (September–October).
5. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses competitive grant applications and reviewer rankings and makes recommendations to the DLTCL (November).

6. Division staff review the LSTA Advisory Committee recommendations and contact grant applicants when necessary (November).
7. Division staff prepare grant award information for review by the state superintendent (November).

C. Award Process and Procedures
1. The state superintendent reviews and makes a final determination in regard to all grant applications, both noncompetitive and competitive (November–December).
2. The state superintendent notifies all applicants, LSTA Advisory Committee members, and grant reviewers of final grant decisions (November–December).
3. In order to be considered **eligible recipients** of LSTA funds, public library systems must be in compliance with statutory requirements, and public libraries must be in compliance with system membership requirements. LSTA funds will not be awarded if these requirements are not met.

D. Appeal Process and Procedures
1. Applicants will have an opportunity to appeal decisions.
2. The applicant shall request the hearing within 30 days of the action of the Department of Public Instruction.
3. Within 30 days after it receives a request, the Department of Public Instruction shall hold a hearing on the record and shall review its action.
4. No later than 10 days after the hearing, the Department of Public Instruction shall issue its written ruling, including findings of fact and reasons for the ruling.
5. If the Department of Public Instruction determines that its action was contrary to state or federal statutes or regulations that govern the applicable program, the Department of Public Instruction shall rescind its action.

E. Administration of Grants
Organizations administering grants have the following responsibilities:
1. Administer the project within the organization. The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. Public libraries must deposit LSTA funds with their municipalities. Municipalities make authorized payments. (No funds can be designated "Administrative Retention" or "Administrative Overhead" without prior approval from the DLTCL.)
2. Implement the project as outlined in the proposal, or request (in writing) a change in the project. Requests for changes must be approved in writing by the division administrator or designee. Any change to be made in the course of project implementation requiring transfer of funds between lines or a change in program focus must be requested in writing and approved by the DLTCL prior to making the change. All final changes for 2006 projects must be made before December 1, 2006.
3. Use proper accounting procedures. A grant recipient expending $300,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133 (Audits of State, Local Governments, and Non-Profit Organizations).
4. Fill out regular expenditure reports to claim funds. Advance payments, based on valid reported encumbrances, are authorized under the LSTA program. However, federal regulations require grant recipients to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement. When cash payments total approximately 80% of an approved budget, remaining payments will revert to a reimbursement basis.
5. Fill out six-month and one-year evaluation forms for the project. Copies of these forms are included in this document.
6. Disseminate information about the project, crediting the use of LSTA funds.
7. Follow appropriate workman's compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman's compensation and unemployment compensation.
8. No person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
9. Equipment or materials obtained with LSTA funds must continue to be used to carry out the purpose of the original proposal after funding is no longer available, or be disposed of in accordance with federal guidelines.

10. If copyrightable material is developed in the course of an LSTA project, the U.S. Institute of Museum and Library Services and the Department of Public Instruction shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for federal and state government purposes.

Policy on Conflict of Interest

The following policy on conflict of interest is established in dealing with LSTA grant applications which are reviewed by the members of the Wisconsin LSTA Advisory Committee and grant reviewers.

The members of the LSTA Advisory Committee and LSTA grant reviewers represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as proposer or as one whose institution will benefit from a decision made by the committee. In order to respond to these circumstances, the following provisions are made.

A member of the LSTA Advisory Committee may not participate in the discussion of, make motions regarding, or vote on
- any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- the establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member.
- any action in which the individual is or might be a direct financial beneficiary.

An individual may not serve as a reviewer of
- any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- any grant application if the individual would be a direct financial beneficiary.

The determination whether or not a conflict of interest exists shall be made by the chair of the LSTA Advisory Committee or the administrator of the Division for Libraries, Technology, and Community Learning, as appropriate, or by duly adopted motion of the Committee. A ruling of the chair may be overridden by due parliamentary action.

Appendix

Library Services and Technology Act (LSTA) Application
Library Services and Technology Act (LSTA) Application Rating Form
Library Services and Technology Act (LSTA) Six-Month Project Evaluation
Library Services and Technology Act (LSTA) Final Project Evaluation